

City of Shawnee

HUMAN RESOURCE DEPARTMENT

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2009-2011 –UPDATED 2010

EQUAL EMPLOYMENT OPPORTUNITY PLAN



The City of Shawnee's strategy is to implement and maintain an effective plan to ensure the full and equal participation of men and women in the workforce, regardless of race and ethnicity. It is also against the City of Shawnee's policy to discriminate based on religion, disability, age, national origin or sexual orientation.

It is the policy of the City of Shawnee to provide equal employment opportunity in city government for all persons; to prohibit discrimination in employment on the basis of race, color, religion, national origin, age, sex, disability or handicap status; and to promote the full utilization of all incumbent employees of the City of Shawnee.

The City of Shawnee will follow this policy in recruitment, hiring, training and promotion into all classifications, compensation, benefits, transfers, assignments, shifts, layoffs, returns from layoff, demotions, terminations, educational leave, social and recreational programs, and use of the City of Shawnee's facilities.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

The City of Shawnee will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified.

The City of Shawnee prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within the City of Shawnee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

The City of Shawnee is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Affirmative Action

It is the policy of the City of Shawnee to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. The City of Shawnee seeks to attain a workforce, which mirrors the local community in the representation of women, minorities and the disabled in all departments and levels. The City of Shawnee strives to maintain an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. The City of Shawnee will promote and afford equal treatment and service to all employees and citizens.

The Job Categories listed in the following tables were obtained by cross referencing with the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the Job Categories and definitions used to complete the analysis for this Plan:

Officials/Managers – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.

Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, personnel and labor relations workers, police and fire captains and lieutenants.

Technicians – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, first-line supervisors

Protective Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters.

Protective Services: Non-sworn – Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.

Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.

Skilled Craft – Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics and other skilled crafts people.

Service Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: groundskeepers, sewer workers, garage laborers, custodial personnel.

Table A-2009 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department’s employee data as of the last pay period in June 2009. Employment numbers are for full-time employees only. *

Table A

June 2009-City of Shawnee Workforce Analysis

Job Category	TOTAL	MALE					FEMALE				
		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	100.0%	78.1%					18.8%				3.1%
Professionals	100.0%	88.4%				4.7%	7.0%				
Technicians	100.0%	56.4%		2.6%		5.1%	28.2%				7.7%
Protective Services	100.0%	81.6%		2.0%		6.1%	8.2%		2.0%		
Admin. Support	100.0%	7.9%					73.7%		13.2%	2.6%	2.6%
Skilled Craft	100.0%	75.6%	2.4%	4.9%		12.2%	4.9%				
Service/Maintenance	100.0%	84.6%	7.7%			7.7%					

- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian
- AI/AN American Indian or Alaska Native

Table A-2010 provides an analysis of The City of Shawnee full-time workforce classified by job category, gender, and race/national origin. The Table shows the workforce in percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Human Resource Department's employee data as of the last pay period in June 2009. Employment numbers are for full-time employees only. *

CITY OF SHAWNEE WORKFORCE ANALYSIS

JUNE 2010			MALE					FEMALE				
JOB CATEGORY	Total		W	B	H/L	ASIAN	AI/AN	W	B	H/L	ASIAN	AI/AN
Officials/Managers	31	100%	84%				3%	13%				
Professionals	41	100%	90%				7%	2%				
Technicians	38	100%	74%				11%	16%				
Protective Services	46	100%	85%		2%		7%	4%		2%		
Admin. Support	32	100%	6%					69%		16%		9%
Skilled Craft	35	100%	86%	3%	6%		6%					
Service/Maintenance	23	100%	74%	9%			17%					

TOTAL	246
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- W White
- B Black or African American
- H/L Hispanic or Latino Ethnicity
- Asian/Pacific Islander Asian Asian
- AI/AN American Indian or Alaska Native

Table B provides an analysis of the City of Shawnee, Oklahoma’s workforce (age 18 and over) classified according to sex and race/national origin.

The Table shows the workforce as percentages only, the percentage of residents of given race/national origin were applied to the total number in the workforce age 16 and over. The assumption is that the number in the workforce is represented equal to the total population.

Table B:

City of Shawnee Census		
Gender:	Number in Work Force	Percentage of Work Force
Male	8563	47.73%
Female	9376	52.27%
Total	17939	100.00%
Race:	Number in Work Force	Percentage of Work Force
White	18,898	89.87%
Black or African American	N	0.00%
American Indian and Alaska Native	2,129	10.13%
Asian	N	0.00%
Native Hawaiian and Other Pacific Islander	N	0.00%
Total	21,027	100.00%
Source: US Census Bureau, Population Estimates Program		
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.		

A comparison of The City of Shawnee’s workforce to the community labor statistics for the City of Shawnee and Pottawatomie County, Oklahoma, indicates positive utilization for minorities and underutilization for women. Although community labor statistics show Black, Asian, Native Hawaiian/Pacific Islander populations are very small in the City of Shawnee. The American Indian/Alaskan Native populations make up 10.13% of the workforce for Shawnee, and 7.06 % of the City of Shawnee’s workforce while the White populations makes up the remaining 89.87 % of the workforce for Shawnee and 87.73% of the City of Shawnee’s workforce.

After reviewing the outcome of the utilization analysis, The City of Shawnee is comfortable that employment practices are without bias and result in fairness to all races and ethnicities. There is an overall underutilization of Women by 28.11% which can be improved. The City of Shawnee will continue to monitor the utilization of women and minorities within Job Categories particularly Officials/Managers, Technicians, and Professionals.

Table C-2009 shows the Utilization of The City of Shawnee to the Shawnee census and the Pottawatomie County census.

Table C-2009

Population (age 20-64)	2007 ESTIMATED SHAWNEE CENSUS		2007 ESTIMATED POTTAWATOMIE COUNTY CENSUS		JUNE, 2009 CITY OF SHAWNEE WORKFORCE	
	PEOPLE	Percentage of Work Force	PEOPLE	Percentage of Work Force	EMPLOYEES	Percentage of Work Force
Gender:						
Male	8,563	47.73%	18,917	47.35%	203	75.46%
Female	9,376	52.27%	21,033	52.65%	66	24.54%
Total	17,939	100.00%	39,950		269	
Race:	Number in Work Force	Number in Work Force	Number in Work Force	Percentage of Work Force	Number in Work Force	Percentage of Work Force
White	18,898	89.87%	43,277	89.60%	236	87.73%
Black or African American	N	0.00%	N	0.00%	3	1.12%
American Indian and Alaska Native	2,129	10.13%	5,022	10.40%	19	7.06%
Asian	N	0.00%	N	0.00%	1	0.37%
Native Hawaiian/Pacific Islander	N	0.00%	N	0.00%		0.00%
Hispanic					10	3.72%
TOTAL	21,027	100.00%	48,299		269	100.00%
Source: US Census Bureau, Population Estimates Program						
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.						
*figures used do not break out hispanic as it is an ethnicity and can be of any race						

Table C-2010 shows the Utilization of The City of Shawnee to the Shawnee census and the Pottawatomie County census.

Table C-2010

Population (age 20-64)	2007 ESTIMATED SHAWNEE CENSUS		2007 ESTIMATED POTTAWATOMIE COUNTY CENSUS		JUNE, 2009 CITY OF SHAWNEE WORKFORCE		JUNE, 2010 CITY OF SHAWNEE WORKFORCE	
	PEOPLE	Percentage of Work Force	PEOPLE	Percentage of Work Force	EMPLOYEES	Percentage of Work Force	EMPLOYEES	Percentage of Work Force
Gender:								
Male	8,563	47.73%	18,917	47.35%	203	75.46%	202	82.11%
Female	9,376	52.27%	21,033	52.65%	66	24.54%	44	17.89%
Total	17,939	100.00%	39,950		269		246	
Race:	Number in Work Force	Number in Work Force	Number in Work Force	Percentage of Work Force	Number in Work Force	Percentage of Work Force	Number in Work Force	Percentage of Work Force
White	18,898	89.87%	43,277	89.60%	236	87.73%	214	79.55%
Black or African American	N	0.00%	N	0.00%	3	1.12%	3	1.12%
American Indian and Alaska Native	2,129	10.13%	5,022	10.40%	19	7.06%	20	7.43%
Asian	N	0.00%	N	0.00%	1	0.37%	0	0.00%
Native Hawaiian/Pacific Islander	N	0.00%	N	0.00%		0.00%	0	0.00%
Hispanic					10	3.72%	9	3.35%
TOTAL	21,027	100.00%	48,299		269	100.00%	246	100.00%
Source: US Census Bureau, Population Estimates Program								
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.								
*figures used do not break out hispanic as it is an ethnicity and can be of any race								

A comparison of The City of Shawnee's 2010 workforce to the community labor statistics for the City of Shawnee and Pottawatomie County, Oklahoma, indicates positive utilization for minorities and underutilization for women. Although community labor statistics show Black, Asian, Native Hawaiian/Pacific Islander populations are very small in the City of Shawnee. The American Indian/Alaskan Native populations make up 10.13% of the workforce for Shawnee, and 7.43 % of the City of Shawnee's workforce while the White populations makes up the remaining 89.87 % of the workforce for Shawnee and 79.55% of the City of Shawnee's workforce.

The City of Shawnee is committed to making its workforce profile closely reflect the available labor force in the community. Based on the results of the analysis, the City of Shawnee has established the following objective:

It is The City of Shawnee's objective to maintain personnel recruiting, hiring, and promotion practices to ensure that equal opportunity for employment and advancement. Specific emphasis will be placed on maintaining or increasing the representation of women in the City of Shawnee workforce by monitoring and evaluating employment practices to assure gender equal opportunity.

It is the responsibility of the Human Resource Department to implement and manage the EEOP. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions are based upon valid relevant factors with respect to ability, performance, potential and bona fide occupational qualification.

The Human Resource Department will take the following steps to achieve these objectives:

Continue to send job opening announcements to the local Workforce Services, post job openings on the City of Shawnee website, and advertise openings in the local newspaper to maximize outreach to all potential applicants.

Annually review The City of Shawnee recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with The City of Shawnee.

Review all performance evaluations to foster fairness and equity across departments, teams and supervisors.

Continually evaluate the employee selection process including the application forms, interviewing procedures, and the final selection process to strengthen job relatedness and validity.

Increase participation of female employees in the hiring process.

Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect minorities and females.

External

All applications for employment will contain an Equal Employment Opportunity (EEO) policy statement.

The City/Human Resource Department website will contain the message “Equal Opportunity Employer” and employment advertisements will contain the statement, “EEO”.

The Human Resource Department will post the EEOP on the City/Human Resource Department website to ensure easy access by the community.

Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of the City of Shawnee Equal Employment Opportunity Plan (EEOP).

Internal

“Equal Employment Opportunity is the Law” posters will be posted on appropriate employee bulletin boards.

Supervisors and employees involved in recruiting will be trained in the EEO policies and procedures and applicable laws.

A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.

Elected officials, department heads and supervisory personnel will be given a copy of the EEOP to ensure they are familiar with the EEOP objectives.

The Human Resource Department will maintain statistics on the following information:

Applications, received by race and gender, provided this information is available through a voluntary Affirmative Action form or visual observation.

New employees by job category, race, and gender.

Interviews by race and gender.

Terminations by job classification, race, gender, and the reason for termination.

Disciplinary action by race and gender.

An annual report will be compiled by the Human Resource department for review by the Mayor and City Council Members concerning applicant flow and progress with the EEOP.